



HOW TO APPLY FOR STORAGE RACK INSTALLATION PERMITS

The City of Hayward is located in **Seismic** Design Categories “D”, “E”, or “F” depending on the Occupancy Category.

WHEN ARE STORAGE RACK INSTALLATION PERMITS REQUIRED?

All storage rack installations that are more than 6 feet high for any industrial or commercial use require a building permit prior to installation. Storage racks above 6 feet will also require submittal of structural calculations.

WHY ARE PERMITS REQUIRED?

Building and other life and safety codes exist as a way of safeguarding those who occupy the structures. The permit process provides for plan review and field inspections to ensure compliance with the codes. Specifically, storage racks can involve issues of seismic stability and flammability of materials stored.

WHAT PERMITS DO I NEED FOR STORAGE RACK INSTALLATION?

You will need a building permit for storage rack installations. High piled storage annual fire permits are required for rack installations and are issued separately by the Fire Department when storage areas exceed 500 square feet and have commodities stored over 12 feet in height. Special hazardous commodities, such as tires, plastics, and some flammable liquids, are considered high piled storage, even if as low as 6 feet. (Contact Fire Department plan checker for additional requirements.)

WHO MAY APPLY FOR THESE PERMITS?

Only the property owner, a California-licensed contractor or authorized agent may apply for building and fire permits.

WHO APPROVES THESE PERMITS?

The Building Official approves all building permits. The Fire Department Plan Checker will review and approve the permit for the Fire Marshal.

WHAT MATERIALS DO I SUBMIT?

1. Completed building permit application;
2. Three sets of structural calculations, stamped and signed by responsible professional;
3. A Fire Department High Piled Combustible Stock Questionnaire completed and signed by a responsible professional, i.e. fire protection engineer;
4. Four sets of architectural and structural plans (three sets of plans must be stamped and signed by the responsible professional) showing the following:
 - rack layout and location of all exits
 - structural details showing rack configuration, heights, widths, cross section of beams, columns and braces, connections and anchorage system
 - area dimensions of the building or tenant space
 - area dimensions of high piled storage
 - location of draft curtains
 - aisle width
 - location of smoke vents
 - access doors

HOW LONG DOES THE PROCESS TAKE?

The completeness, accuracy and complexity of your submittal will determine how long it will take to complete a first review and correction list (punchlist). First review is generally completed within 2 weeks. The longer timeframe generally relates to incomplete submittals.

WHAT ARE THE STEPS?

1. Bring all the items listed above under ***WHAT MATERIALS DO I SUBMIT?*** to the Building Division counter. Prior to acceptance, the Building Division and the Fire Prevention Office will review your submittal for completeness. **If your submittal is incomplete, it will not be accepted.**
2. Pay the required building and fire plan check fees (check, cash or credit card) at the Cashier's office located on the first floor South, City Hall.
3. Your plans are concurrently reviewed by the Building Division and the Fire Prevention Office. The Building Division will send you a consolidated list of corrections (punchlist) which identifies items which are missing, incomplete or inconsistent with all relevant building and fire codes.
4. Submit revised plans and calculations with itemized response to the correction list to the Building Division for re-check. All items on the correction list must be addressed or the resubmittal will not be accepted. Two (2) sets of plans and calculations must be stamped and signed by the responsible professional.
5. You will be notified when your permit is ready to be issued. You must pay the balance of your permit and other required fees before the permits are issued. Storage rack installation may not begin until permits have been issued.

WHAT ABOUT BUILDING AND FIRE DEPARTMENT INSPECTIONS?

You will need inspections by both building and fire inspectors during the course of storage rack installation. The inspectors will make sure that the storage rack installation has been completed according to all relevant codes and the approved plans. Deviations could result in a stop-work order and a requirement that revised plans be submitted for review and approval.

DO BUILDING AND FIRE INSPECTORS AUTOMATICALLY SHOW UP TO INSPECT AT THE CONSTRUCTION SITE?

You or your contractor must call 583-4148 to request a building inspection and 583-4921 for a fire inspection. The fire inspector must first verify Fire Code requirements have been met before the building inspector can make a final inspection. Inspection requests **prior to 4 PM** will be performed the following workday. When calling, please identify the type of inspection and your permit number. Additional inspection fees may be charged if the inspector goes to the construction site and has to reschedule the inspection because the item to be inspected is not ready.

The Fire Department makes periodic unannounced annual inspections of high piled storage facilities. Please contact the Fire Department at 583-4900 for further information.